

## Middle School Initiative

### PART I COVER SHEET

#### **CAP 4 SEMESTER 1 WEEK 14**

**COURSE:** Administrative Officer Staff Duty Analysis, Achievement 10

**LESSON TITLE:** Selected Forms

**LENGTH OF LESSON:** 50 Minutes

**METHOD:** Performance

**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 9
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*
4. CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*
5. CAPR 5-4, *Publications and Blank Forms Management*, 1 Jan 96
6. CAPR 10-1, *Preparing and Processing Correspondence*, 1 Oct 96; Change 1, 22 Dec 97
7. CAPR 10-2, *File Maintenance and Record Disposition*, 10 May 99
8. CAPR 10-3, *Administrative Authorizations*, 15 Sep 98
9. CAPR 20-1, *Organization of CAP*, Figure 18; Part III, Page 37, 29 May 00
10. CAPR 20-3, *Charters and Other Organization Actions*, 1 May 98
11. CAPR 35-3, *Membership Termination*, 16 Mar 81; Change 1, 1 Jul 83; Change 2, 1 Jul 85; Change 3, 30 Dec 88; IMC 90-1, 1 Mar 90
12. CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*, 1 Feb 89
13. CAPP 205, *Administrative Officer Specialty Track Study Guide*, 1 Aug 96
14. CAPR 900-5, *The CAP Insurance/Benefits Program*, 31 Mar 99
15. Administrator's Guide for Middle School Initiative, Chapters 4 and 7

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):**

1. Handout 1 - Selected Forms Instructions
2. CAPFs 2b, 8, 15 with Free Cadet Uniform Voucher, 27, 31, and 103

**COGNITIVE OBJECTIVE:** The objective of this lesson is to correctly complete at least one of the selected forms.

**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet will willingly learn the importance of correctly completing the various CAP forms.

**AFFECTIVE OBJECTIVE:** Each cadet should learn how to complete CAP forms required for the various activities or requests.

**AFFECTIVE SAMPLES OF BEHAVIOR:** Each cadet will correctly complete at least one or more of the selected forms.

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### **PART II TEACHING PLAN**

#### **Introduction**

**ATTENTION:** One of the biggest problems an Administrative Officer encounters is incorrectly filled out forms. Do you know the correct way to complete the various forms used in Civil Air Patrol? The information requested on a form is there for a reason and it is important that the forms be correctly and completely filled out.

**MOTIVATION:** Today, we are going to fill out at least one of the selected forms. The handout gives you instructions for filling out the selected forms. Are you ready to begin?

**OVERVIEW:** In Achievements 9 through 16, Staff Duty Analysis is part of the leadership training. This is lesson four of the series on Administrative Officer. This lesson deals with the correct completion of forms and why it is important to master this task.

#### **Body**

**Instructor's Note:** Since the CAP forms change periodically, the instructor should make copies of each of the selected form and give each cadet a set of CAPFs 2b, 8, 15 with Free Cadet Uniform Voucher, 27, 31, and 103 along with the Handout 1 - Selected Forms Instructions. Have each cadet to correctly complete at least one of the forms.

#### **Conclusion**

**SUMMARY:** We have learned the correct way to complete at least one of the selected forms.

**REMOTIVATION:** As you learn how to fill out the various forms used in CAP, your understanding of them will increase. It is important that you know the correct way and complete way to fill out the forms used for the various activities or requests an action in the CAP program. Knowing the correct way to fill out a form may prevent the form from being returned or from you not being selected for an activity.

**CLOSURE:** The next Staff Duty Analysis will be a review of the Administrative Officer SDA. Now it is time for you to get ready for PT.

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**PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The objective of this lesson is to correctly complete at least one of the selected forms.

**LESSON QUESTIONS:** None